



GSUSA Collection Access Policy

Girl Scouts of the USA's (GSUSA) Collection documents the history of the oldest and largest extant women-led organization in the United States, and thus, is a window into the role and agency of women from some of the earliest days in our country's history to the present. GSUSA is a private non-profit organization but chooses to provide access to its Collection to the fullest extent possible to all researchers on equitable terms.

Access to the Collection is, however, at the discretion of GSUSA, and documentation shall be retained regarding who has accessed the Collection. Generally, a qualified staff member shall supervise researchers accessing the collection; further, if a researcher is studying Collection objects they should be trained in proper handling methods.

Certain information about the Collection itself, including but not limited to valuations, locations, donor information, and condition, are to be maintained as confidential.

GSUSA has the right to deny access to the Collection. While the majority of the Collection is generally open to research, the following restrictions apply:

- 1) Institutional records with proprietary business information are closed to the public, including Office of the National Board minutes from the past 50 years. Access to restricted corporate records requires explicit permission from the GSUSA department of origin. The Cultural Assets department does not waive restrictions, nor does it intercede on behalf of the researcher. Once a department has reviewed and approved a file, it will be marked available for research and will not require review moving forward.
- 2) Records containing private information, such as personnel and membership files.
- 3) Collections containing sensitive materials may be restricted upon the donor's wishes.
- 4) Litigation records that have not been publicly filed in court are restricted.
- 5) All institutional financial and legal records are restricted.

All restrictions on specific Collections are expressly outlined in finding aids and catalog records in GSUSA's content management system, Collective Access.